

Dear Calais Residents and Those Who Do Business with the Calais Town Office –

In response to the COVID-19 pandemic, the Town Clerk and the Town Emergency Management Team are taking prompt action to mitigate the spread of the virus.

As a precaution, in light of the COVID-19 pandemic, the Calais Town Office is closed to the public effective immediately and until further notice. The Town Office staff will remain available to assist you by phone, email, and online.

Town Office hours remain the same, Monday – Thursday, 8:00 am to 4:00 pm. To reach Calais Town Office staff, call 802.456.8720, or email:

- Town Clerk, Judy Robert, at [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com),
- Assistant Town Clerk, Barbara Butler, at [calaisvtassistanttownclerk@gmail.com](mailto:calaisvtassistanttownclerk@gmail.com),
- Treasurer, Sandra Ferver, at [treasurercalais@gmail.com](mailto:treasurercalais@gmail.com)

All non-essential meetings have been removed from the Town Office calendar. If you question the scheduling or location of a meeting, please contact your Board/Committee/Commission Chair directly.

The following Town business, can be done via email, snail mail and by phone:

- Tax payments and copies of tax bills
- Dog registration/licensing
- Marriage/Birth/Death certificates
- Zoning applications and follow up
- Questions for the Listers
- Real estate questions, such as Lister cards, et.al.
- Land record documents scanned and emailed
- Land posting signs
- Green Mountain Passes
- and more.

Only land record research which our Town Clerk deems necessary and essential may take place at the Town Office, by appointment only, and following safety protocols put into place by the Calais Town Clerk.

For Calais Emergency Management information, go to the Calais website at [calaisvermont.gov](http://calaisvermont.gov). For questions or comments to the Calais Emergency Management Team, email [CalaisEmergencyManagement@gmail.com](mailto:CalaisEmergencyManagement@gmail.com).

Please go to [healthvermont.gov/covid19](http://healthvermont.gov/covid19) for the most up-to-date state information and guidance about COVID-19, including information from the Centers for Disease Control (CDC). You may call the VT Department of Health at 802.863-7240, or call community services information at 2-1-1.

We encourage everyone to follow CDC and U.S./VT Department of Health handwashing and social distancing recommendations.

However, keep in mind that social distancing also results in social isolation. This is an important time to be a good neighbor. With social distancing caution, please check in periodically with your neighbors and other community members who are homebound, frail, elderly, or subject to loneliness.

You may report any concern you have for a Calais resident by emailing [CalaisEmergencyManagement@gmail.com](mailto:CalaisEmergencyManagement@gmail.com).

Thank you for understanding that these are unusual times, requiring precautions for public safety and health. Many Calais community members are in the high-risk group, and we believe taking these precautions will keep ourselves and our community members healthy.